



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING, FMF PACIFIC
UNIT 57131
APO AF 9602-7131

WgO 5511.5B

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21 MAR 1993

WING ORDER 5511.5B

From: Commanding General
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR THE 1ST MARINE AIRCRAFT WING
CLASSIFIED MATERIAL CONTROL CENTER AND COMMUNICATIONS
SECURITY MATERIAL SYSTEM (CMCC/CMS)

Ref: (a) OPNAVINST 5510.1H
(b) WgO P5510.5D
(c) CSP-1A
(d) CMS-4L

Encl: (1) Accidental Emergency Plan
(2) Hostile Action Emergency Plan
(3) Partial Precautionary Destruction Priorities
(4) Complete Emergency Destruction Priorities
(5) CMCC/CMS Office and Vault Area Diagram
(6) Methods and Locations of Destruction
(7) Diagram of Burn Facility Locations
(8) Sample Notification Message

Report Required: Emergency Notification Report (Report Control
Symbol WG:5511.1), enclosure (8)

1. Purpose. Per the provisions of references (a) through (d), the following information is provided for the protection, removal, or destruction of classified materials. Instructions contained herein are to be initiated upon direction of the Commanding General, the Assistant Wing Commander, the Chief of Staff, or the Security Manager.

2. Cancellation. WgO 5511.5A.

3. Summary of Revision. Significant revisions to this Order are change of safe locations, and procedures for destruction.

4. Background

a. The EAP will provide the 1st Marine Aircraft Wing (MAW) Officer of the Day (OOD), or other authorized personnel, access to the 1st MAW CMCC/CMS and a means of securing the classified material from compromise, or destruction in the event of an emergency. The EAP will be used for two types of emergencies:

(1) Accidental Emergencies. Included are fire, flood, typhoon and other natural disasters, or incidents affecting classified material storage areas (see enclosure (1)).

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(2) Hostile Actions. Included are enemy attack, civil disturbances, riots, and civil uprisings (see enclosure (2)).

b. When an emergency occurs, it is assumed that classified material is a possible target and unauthorized disclosure must be prevented. There are three courses of action possible for the protection of classified material.

(1) Emergency Protection Action. Emergency protection actions will include securing in a safe all classified publications and material.

(2) Emergency Removal Action. Material should be removed in a systematic manner and every effort should be made to prevent viewing of the material by unauthorized persons. Material removed must be placed under armed guard(s) in an area where physical security can be maintained. An accurate listing of all material removed must be retained, and upon return to the command, the material removed will be inventoried.

(3) Emergency Destruction Action. Emergency destruction actions include partial precautionary destruction (enclosure (3)) and complete emergency destruction (enclosure (4)). All reasonable efforts should be made to secure or remove the classified material. Destroying the material should only be considered as a last resort.

c. Detailed plans (EAP cards) for emergency removal, partial precautionary destruction, and complete emergency destruction are located on the wall inside the CMCC/CMS vault.

(1) Enclosure (5) depicts the CMCC/CMS sections and approximate safe locations. A copy of the current CMCC/CMS Emergency Notification Bill is posted, on the inside of each classified material container, on the outside of the vault door, and on the outside of the office door.

(2) Enclosures (6) and (7) will provide appropriate methods of destruction and authorized areas designated for such destruction.

d. Emergency destruction drills will be conducted quarterly by the CMS custodian.

5. Action

a. When an action plan is initiated, the instructions contained on the EAP cards will be followed.

(1) The individual responsible for executing the required emergency action will ensure appropriate cards are obtained and each card is signed upon completion.

(2) If the safe drawers containing the material to be

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destroyed require two combinations and two person integrity (TPI) to be opened, ensure that two individuals remain with this material until it is destroyed.

(3) Materials requiring TPI also require two individuals to sign the card when destruction is complete.

(4) The completed cards will be retained along with all logbooks, inventories and records.

b. When directed the following will be accomplished:

(1) CMCC/CMS Custodian

(a) During working hours, if an emergency situation as defined in paragraph 4 arises, the CMCC/CMS Custodian will take whichever course of action applies. The threat assessment as determined by the Commanding General, the Assistant Wing Commander, the Chief of Staff, the Security Manager, will determine the course of action taken.

(b) When required, appropriate follow-on reports of destruction will be submitted using the format shown in enclosure (8). Report of emergency destruction is second in importance only to the destruction itself.

(2) 1st MAW Command Duty Officer/Officer of the Day. After working hours, if an emergency situation as defined in paragraph 4 arises, and after a threat assessment has been determined, the 1st MAW CDO or OOD will take the following actions:

(a) Immediate recall of all CMCC/CMS personnel.

(b) If recall of CMCC/CMS personnel action is not possible, continue with the emergency action.


(c) Obtain combination number packets for the CMCC/CMS safes, and the vault door from the Special Security Communications Team (SSCT). Two Person Integrity will be maintained at all times for all material removed from the two combination safes.

(d) Pull out cards located in the CMCC/CMS vault that pertain to the appropriate emergency action plan.

(e) When all cards have been completed, secure all safes and the vault. Return all combinations to SSCT.

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(f) Retain physical custody of completed EAP cards, logbooks and records. These records will be released to the Commanding General, the Chief of Staff, Assistant Chief of Staff, G-1, Security Manager, CMS Responsible Officer, or the CMS/CMCC Custodian.


R. F. THAYER
Chief of Staff

DISTRIBUTION: SPL (SSEC (2), G-1, Scty Mgr, CMCC/CMS, SSCT & DCP)

ACCIDENTAL EMERGENCY PLAN

1. Fire Preparedness Plan. Should a fire occur around or within CMCC/CMS, the senior person present will take the following steps:

- a. Notify the Marine Corps Base, Camp Butler, Fire Department by telephone (dial 117), and report the location and extent of the fire.
- b. Use all means available to control the fire until help arrives.
- c. If practical, all classified material will be secured in safes and, if time permits, removed to a safe area (e.g., MWHS-1 CMCC). If classified material cannot be safely secured or removed, the area and the material will be left in place to be consumed by the fire.
- d. Under no circumstances will anyone subject themselves or their subordinates to possible death or injury to protect classified material from fire.
- e. When fire fighters arrive, they will immediately be admitted to secure areas. Efforts to get names and identification numbers of all fire fighters exposed to classified materials or entering the secure area will be made only after the emergency is over.
- f. If the CMS or CMCC Custodians are not present, every effort will be made to contact them and provide them with information on the emergency.

g. The senior person present will, to the maximum extent possible, ensure that only fire fighters are allowed into secure areas. When given the "ALL CLEAR" signal from the fire department, a guard will be placed in the secure area until the CMS and/or CMCC Custodians can perform a post-emergency inventory and report any losses or unauthorized exposures to appropriate authorities.

2. Natural Disaster Emergency Plan. In the event of typhoon, flood, etc., all classified material is to be secured to prevent wind/water, damage or possible destruction. The senior person present, around or within CMCC/CMS will take the following steps:

- a. Secure all classified material in safes or vault until the emergency has passed.
- b. Contact SSCT immediately and direct them to secure all keying material not immediately required for operations during deteriorating emergency conditions.
- c. When directed the OOD, CDO or the CMCC/CMS Custodian will

ENCLOSURE (1)

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coordinate the removal of classified material to a location designated utilizing the EAP cards located on the wall inside the vault.

d. The CMCC/CMS Custodian will submit an assessment report of probable exposure or loss of classified material to the proper authorities as soon as possible following the emergency. Classified material removed to the safe storage area will be returned under the guidance of the OOD or the CMCC/CMS Custodian.

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HOSTILE ACTION EMERGENCY PLAN

1. Hostile actions include enemy attack, riots, or civil uprisings. In all cases, the assumption will be made that classified material is a possible target. All actions must be directed at keeping the material from unauthorized personnel by securing, removing, or destroying the material as conditions dictate. There are three threat stages of hostile action emergencies:

a. Stage One - (Potential Threat).

(1) Threat source - operations in high risk environment.

(2) Time frame - several days to several months.

(3) Action - reduction in holdings via transfer, removal, or destruction, to include:

(a) All superseded keying material.

(b) All reserve on board (ROB) keying material, except that which is needed to carry on present operations/commitments.

(c) All nonessential classified material.

b. Stage Two - (Probable Threat).

(1) Threat source - probability of hostile attack.

(2) Time frame - from one to several days.

(3) Action - partial precautionary destruction as outlined in enclosure (3). The instructions for partial precautionary destruction are located on the wall inside the CMCC/CMS vault.

c. Stage Three - (Imminent Threat).

(1) Threat source - attack by hostile forces.

(2) Time frame - imminent.

(3) Action - complete destruction as outlined in enclosure (4). The instructions for complete destruction are located on the wall inside the CMCC/CMS vault.

2. Emergency Destruction. Emergency destruction actions include partial precautionary destruction and complete emergency destruction. Destroying the material should be considered only as a last resort.

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a. Partial precautionary destruction is the destruction of all material not essential to current operations. The primary value of this type of destruction is that if an overrun threat becomes imminent, total destruction can be completed in a relatively short period of time.

b. Complete emergency destruction is the destruction of all classified material.

c. Inventories, logbooks, accounting documents, and control records will not be destroyed.

3. Partial precautionary and complete emergency destructions must be reported to appropriate authorities via immediate message. The format for this message is contained in enclosure (8).

ENCLOSURE (2)

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PARTIAL PRECAUTIONARY DESTRUCTION PRIORITIES

1. This is the destruction of all material not essential to current operations. Complete instructions for partial precautionary destruction are located on the wall inside the CNCC/CMS vault.

a. First Priority. TOP SECRET material, Two Person Integrity keying material, TOP SECRET documents and messages, in the following order:

(1) All superseded keying material.

(2) Reserve on Board keying material for use more than one month in the future.

(3) TOP SECRET documents/messages.

Note: Two person integrity material must be destroyed by two people and must have both signatures affixed to destruction documents.

b. Second Priority. SECRET material to include CMS classified SECRET, crypto equipment, printed circuit boards, and nonessential manuals, in the following order:

(1) All superseded material.

(2) Reserve on Board keying material for use more than one month in the future.

c. Third Priority. Communication Security Material marked CONFIDENTIAL, and SECRET/CONFIDENTIAL messages retained on a 90-day basis, in the following order:

(1) All superseded material.

(2) Reserve on Board keying material for use more than one month in the future.

(3) All SECRET/CONFIDENTIAL messages retained.

2. When partial precautionary destruction is completed, initiate an immediate message report as outlined in enclosure (8).

ENCLOSURE (3)

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COMPLETE EMERGENCY DESTRUCTION PRIORITIES

1. This is the destruction of all classified material and equipment. Detailed instructions for complete emergency destruction are located on the wall inside the CMCC/CMS vault.

a. First Priority. TOP SECRET material, two person integrity keying material marked crypto and TOP SECRET documents, to include the following items in descending order:

- (1) All superseded keying material.
- (2) All effective keying material.
- (3) All Reserve on Board keying material.
- (4) All other TOP SECRET documents.

Note: Two person integrity material must be destroyed by two people and both signatures must be affixed to the documents.

b. Second Priority. SECRET material, crypto equipment, crypto gear manuals, SECRET documents and messages, to include the following items in descending order:

- (1) All superseded material.
- (2) All effective material.
- (3) Crypto equipment (goal is to render equipment inoperable and irreparable).
- (4) Remove and destroy classified and printed circuit boards.
- (5) All Reserve on Board keying material.
- (6) Consec Guidance Material to include national, departmental, service, and agency documents and maintenance manuals.
- (7) All messages.

c. Third Priority. CONFIDENTIAL material, to include documents and messages in descending order:

- (1) All superseded material.
- (2) All effective material.

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(3) All Reserve on Board keying material.

(4) All documents.

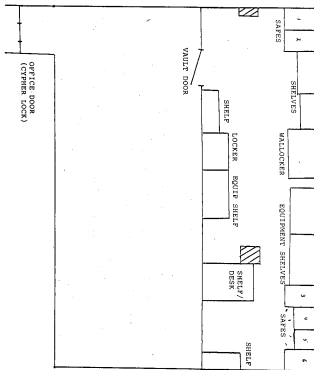
(5) All messages.

2. When emergency destruction is completed, initiate an immediate message report as outlined in enclosure (8).

ENCLOSURE (4)

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CMCC/CMS OFFICE AND VAULT AREA DIAGRAM



ENCLOSURE (5)

METHODS AND LOCATIONS OF DESTRUCTION

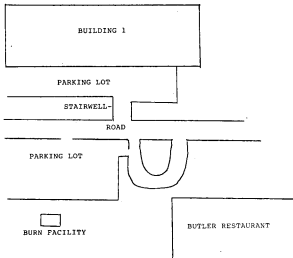
1. Methods. Two means of destruction for CMCC/CMS material approved for 1st MAM are shredding and burning. A cross-cut shredder located in the CMCC/CMS office is recommended for use when destroying CMCC messages and documents. Microfiche must be processed through the shredder twice. When destroying keying material the cross-cut shredder can be used if relocated in the CMS vault. This method of destruction is slow for bulky documents, therefore any large scale destruction should be accomplished by burning.

2. Location. Three possible burn sites are located behind Building 1 and are depicted as sites # 1, # 2 and # 3 in enclosure (7). The most efficient is site #1 located below the parking lot of the Butler Restaurant. The best method for use is to load the cage, start the fire, then spin the cage until all the material is destroyed. Complete destruction is accomplished by stirring the ashes with a metal rod or stick.

3. Alternate Sites. If use of site # 1 or # 2 is not feasible, trash cans and barrels at site # 3 may be used for fires. Holes must be punched in the sides to allow for ventilation. The ashes must be stirred with a metal rod or large stick to ensure all materials are completely destroyed.

ENCLOSURE (6)

DIAGRAM OF BURN FACILITY LOCATIONS



ENCLOSURE (7)

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SAMPLE NOTIFICATION MESSAGE

IMMEDIATE

FROM: CG FIRST MAW
TO: CNO WASHINGTON DC
DCMS WASHINGTON DC
INFO: CMC WASHINGTON DC//CCT//
DIRNSA FORT GEORGE MEADE MD
CINCPAC HONOLULU HI
COMNAVFORJAPAN YOKOSUKA JA
CG FMFPAC

C O N F I D E N T I A L //NO2280//

SUBJ: PARTIAL PRECAUTIONARY DESTRUCTION REPORT (U)
OR
COMPLETE EMERGENCY DESTRUCTION REPORT (U)

A. OPNAVINST 5510.1H

1. THE FOL RPT IS SUB PER THE REF:

A. CMS ACCT NR 269219

B. (BRIEF SUMMARY OF FACTS SURROUNDING THE DESTRUCTION).

C. INVENTORY LIST OF MATERIAL DESTROYED WILL BE INCLUDED IN FOLLOW UP RPT.

D. PROBABILITY OF COMPROMISE TO UNDESTROYED MATERIAL LIKELY/
UNLIKELY.

E. METHOD OF DESTRUCTION: _____

F. INVENTORIES AND CMS CONTROL RECORDS WERE/WERE NOT
DESTROYED.

DECL: OADR

FOR INSTRUCTIONS ONLY
UNCLASSIFIED

ENCLOSURE (8)